



**Subject:** SCEIS PR210—Complex Bidding and Contract Management Training Course Offered  
Wednesday, April 11

**Audience:** Agency Training Coordinators, AST Leads, Procurement Directors

The SCEIS Training Team is pleased to offer an additional section of PR210, the SCEIS Managing and Submitting Bids – Complex Bidding and Managing Contracts training course, in April. Please note that **this section is not designed to be a refresher course for individuals who have completed training**. Rather, this section is primarily designed to target those employees with Agency Buyer security roles who have not yet received training in that area.

Below you will find details about the course, including the name, description, target audience, date, location and a link where potential students can request registration. **Please share this message with appropriate staff members in your agency to ensure they have an opportunity to take this important training.**

If you have any questions about the below SCEIS Training information, please email them to [training@sceis.sc.gov](mailto:training@sceis.sc.gov).

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### **PR210: Course Information**

**Course ID/Title:** PR210 – SCEIS Managing and Submitting Bids – Complex Bidding and Managing Contracts

**Description:** This course covers the process of strategic purchasing in the SAP Supplier Relationship Management (SRM) system and is designed for agencies that establish complex solicitations. The course will cover how a purchasing manager can redistribute work to buyers, how buyers can create solicitations, evaluate solicitations, accept bids to solicitations and review bids that are submitted by an on-line vendor. This course also covers the processes and transactions for agencies to create and maintain contracts with SCEIS.

**Target Audience:**

- Buyers who issue written solicitation over \$10,000.

**Course Prerequisites:**

- COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation
- MM100 SCEIS Materials Management Overview

### **PR210 - Section 003-Spring 2012 Details**

**Course Date:** Wednesday, April 11, 2012

**Course Location:**

Room B01-B, Wade Hampton Building, Columbia

**Driving Directions** are available at: <http://www.sceis.sc.gov/location.aspx?id=2>.

**Course Time:** 9:00 a.m. to 5:00 p.m.

**To request registration, complete the form at the following link:**

<https://www.surveymonkey.com/s/DTTB7ZQ>

***Please note that employees who have completed this training previously, and are seeking a “refresher” course will be given lower priority for admission into this section than employees who have not taken this course before.***